



Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

EITHER

One (1) year of full-time experience comparable to Eligibility Worker II or Social Worker I.

OR

Six (6) months of full-time experience comparable to Eligibility Worker II **AND** completion of 15 semester (22 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

OR

Eighteen months of full-time experience providing case management, vocational guidance, employment counseling or employment placement services; **AND** completion of 15 semester (22 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing or counseling preparation.

OR

Two (2) years of full-time experience providing case management, vocational guidance, employment counseling or placement services;

OR

A Bachelor's degree in a behavioral science (psychology, sociology, social work, counseling, vocational guidance), education, business/public administration or a closely related field, including successful completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

See Reverse for Additional Information and Instructions on How to Apply

Employment & Training Worker I

El Dorado County

Department of Human Services

Monthly Salary: \$2,662 - \$3,237

Application Deadline:

May 13, 2011

5:00 p.m. PST

Tentative Examination Dates

Written Exam: Saturday, June 4, 2011

Oral Exam: Week of June 27, 2011

Location:

The resulting list will be used to fill vacancies in
Placerville, California

The Position

Working under close supervision, the Employment & Training Worker I is the entry/trainee level in the Employment & Training Worker series. An Employment & Training Worker I provides employability services to eligible applicants of local social service agencies and public assistance programs; applies program regulations and procedures; assesses employment potential and barriers that interfere with securing employment; identifies needs for social and health services and makes referrals; uses an automated system to maintain and monitor participants' records and generate reports; and performs related work as required. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Employment & Training Worker II after one year of satisfactory performance at the trainee level.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance and a DMV clearance.

The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services Spanish proficiency examination prior to appointment and, if successful, become eligible for a pay differential of \$1.00 per hour.

The existing eligible list will be abolished upon the completion of this examination.

El Dorado County

El Dorado County, with a population of approximately 172,889, is located just 30 miles east of Sacramento, California's State Capitol and only 40 miles west of Carson City, Nevada's State Capitol.

Placerville, the seat of government for El Dorado County, sits at an elevation of about 2,000 feet, with a population of approximately 10,000.

El Dorado County offers easy access to the entertainment, business, shopping and educational venues of the greater Sacramento region. While also offering many recreational activities including: river rafting, miles of downhill and cross-country skiing, fishing, boating, water-skiing in any of the 200 lakes or 682 miles of rivers, hiking, biking, backpacking, and horseback riding. The county contains over 413,928 square acres of national forests.

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications must be received between 8:00 a.m. and 5:00 p.m. on the application acceptance dates specified on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree equivalency from any of the listed member agencies.

THE EXAMINATION PROCESS

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, supplemental questionnaire, written examination, job related exercise, and/or an oral examination.

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

El Dorado County is an Equal Opportunity Employer

EMPLOYMENT AND TRAINING WORKER I
EL DORADO COUNTY DEPARTMENT OF HUMAN SERVICES
APPLICATION DEADLINE: 5/13/11

Name: _____ Date: _____

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